

Equal Employment Opportunity Policy

Crane Service, Inc. shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, no member of Crane Service, Inc. will discriminate against any employee or applicant in a manner that violates the law. Crane Service, Inc. is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, disability, political affiliation, personal appearance, family responsibilities or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. Crane Service, Inc.'s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, social and recreational programs.

It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training. The Human Resources Department shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Crane Service, Inc. will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Crane Service, Inc. may have violated the Equal Employment Opportunity Policy should report the possible violation to the Human Resources Department.

If Crane Service, Inc. determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Crane Service, Inc. will inform the employee who made the complaint that the issue has been addressed.

Crane Service, Inc. is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Crane Service, Inc. for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on Crane Service, Inc.

Employees who believe that they may require an accommodation should discuss these needs with the President or Operations Manager. If you have any questions regarding this policy, please contact the Human Resources Department.